

**WINONA POLICE DEPARTMENT**

**NUMBER: 109-13 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: OVERTIME POLICY**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy in order to fulfill the needs of the department in the event of emergencies, shift shortages, hold-overs, call-ins, and general overtime, and to assure compliance with the union contract.

**2.0 POLICY:**

Overtime such as listed above shall be by seniority and will be assigned by the following formulas:

**2.1 Shift Shortages:** Each shift will attempt to sustain its own staffing whenever possible. If a shortage on a shift has been created and the on-duty Supervisor feels additional staffing is necessary, he/she shall call the off-duty members of his/her shift, by seniority. If no off-duty member wants the overtime, the officer with the least seniority from that shift shall report for duty.

**2.1.1** If a temporary shortage has been created on a shift or no off-duty members of that shift can be contacted, members of the off-going shift shall be polled by seniority. If no member of the off-going shift wants the overtime, then the officer with the least seniority shall work the overtime, not to exceed four hours.

**2.1.2** When a shortage has been created on a shift and the on-duty Supervisor feels the need for additional manpower, and the shortage is created within four hours of a new shift, the Supervisor shall call the members of the on-coming shift (scheduled for duty) by seniority. If no member wants the overtime, the officer with the least seniority shall report for duty.

**2.1.3** Whenever a general department shortage exists (not covered under Sections 2.1 through 2.1.2 of this general order), off-duty officers shall be called, by seniority, using the official department roster.

**2.2** No officer will be called back or called in when it causes a work period in excess of 12 hours.

**2.3** Shift Commanders will be responsible for maintaining a current duty schedule, which is currently located in the hallway outside the Shift Commander's office.

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**2.4** When the need for additional manpower is determined, the Supervisor shall maintain a log of the officers called and their response (e.g. no telephone contact, refusal, etc.), and also state the time the call was made.

**2.5** No officer who has completed a full 8-hour tour and has been relieved will be called back on duty, unless in response to a general department emergency.

**2.6** When a department emergency has been declared and a 100% call in of all officers of the department is required, seniority will not apply.

**2.6.1** A department emergency is defined as any event that requires the presence of all officers of the Police Department, including but not limited to riots, natural disasters, or any time when the need for all the officers to be present is necessary.

**2.6.2** The Chief of Police or his designated representative is authorized to declare an emergency and require a 100% call in.